

SAN LUIS OBISPO COUNTY

Geographic Information System Program Manager

DEFINITION:

Under general direction, plans, leads and directs the county-wide Geographic Information Systems (GIS) program. Performs a variety of professional, administrative, and programmatic work in support of GIS programs; coordinates inter-departmental and inter-agency GIS initiatives; serves as a liaison to county staff, boards, committees, and outside agencies; directs the work of assigned staff and performs other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a management position in the General Services Agency, Information Technology Division. This position is distinguished from the higher level Information Technology Manager by the latter's responsibility for an entire division of the Information Technology Department, whereas this position is responsible for the county's GIS program.

REPRESENTATIVE DUTIES:

- Leads the development and implementation of the County-wide GIS program; develops goals, objectives and determines priorities; coordinates GIS program activities among County departments and outside agencies.
- Evaluates and monitors the GIS program, develops measures for program performance; prepares written reports and presents recommendations to advisory groups on program activities.
- Develops GIS program policies and procedures; performs long and short range planning for the County's GIS program.
- Consults with others on projects, advises on project feasibility and design; develops cost estimates; assigns and coordinates staff and technical resources; prepares schedules and technical specifications.
- Identifies, evaluates and recommends new technologies, systems, and applications related to the county's GIS program; oversees the upgrades and replacement of existing systems.
- Coordinates the Requests for Proposal process, develops product and service specifications, contract forms and procedures; administers contracts for GIS related products and services; directs and conducts audits of contractual terms.

- Assists in the preparation of the annual budget for the program and applications for grant funding; reviews and analyzes budgetary and financial data; forecasts demand for staffing, equipment, and supplies; reviews and approves program expenditures.
- Supervises and evaluates the performance of assigned staff; interviews and selects employees and recommends appointments, transfers, reassignment, and disciplinary actions; establishes work schedules, assigns employee duties and reviews work to ensure accuracy, completeness and compliance with established standards,
- Participates in and leads GIS advisory committees; solicits input from and collaborates with businesses, governmental agencies and other departments to coordinate program activities.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices related to the development and administration of an enterprise GIS program
- GIS software, database management systems, information systems application development and associated computer languages
- Geographic systems hardware, software and applications as utilized by the County
- Strategic planning and project management techniques
- Technical, administrative, and financial report preparation and presentation
- Enterprise GIS program design and implementation, including the production of maps and statistical data
- Applicable federal, state, and local laws, codes, and regulations
- Principles of employee supervision, training, and performance evaluation
- Principles and practices of grant writing, budget analysis, contract administration and program assessment
- Effective techniques of written and oral communication
- Current computer applications and office equipment

Ability to:

- Plan, organize, direct and oversee the operations of an enterprise GIS program
- Develop and administer GIS program goals, objectives, and procedures
- Collect, interpret and evaluate budgetary, statistical and accounting data
- Examine, analyze, and process GIS data and write technical reports
- Evaluate the GIS program and identify areas for program enhancement
- Use the application program languages, system hardware and software utilized by the County GIS effectively
- Estimate time, labor and equipment costs for specific projects
- Prepare program documentation, user procedures and technical reports
- Plan, schedule, and review the work of assigned staff
- Operate standard office equipment including a computer and assigned software
- Develop consensus among, staff, advisory groups and business partners
- Establish and maintain effective working relationships with those contacted in the course of the work

- Communicate clearly and concisely, both verbally and in writing
- Supervise, train and evaluate the performance of assigned personnel

EDUCATION/EXPERIENCE:

Graduation from an accredited four-year college or university in Geography, Planning, Computer Science, Engineering, Geographic Information Systems or related field. (Job-related experience may substitute for the required education on a year-for-year basis.)

In addition: Four years of experience in the use of GIS software including map development, application development and/or systems analysis. A Master's degree in any of the fields noted above may substitute for up to one year of the required experience. One year of the required experience must be as a supervisor or lead worker in a related field.

LICENSE/CERTIFICATES:

Certain positions in this classification may require driving. When driving is an essential function of the position, a valid **CALIFORNIA** driver's license will be required at the time of appointment and must be maintained throughout employment.

OTHER CONDITIONS OF EMPLOYMENT:

Employees must be willing and able to respond to after-normal workday or irregular and on-call emergency requests on nights, weekends, and holidays.

This class specification generally describes the duties and responsibilities characteristic of the position(s) within this class. The duties of a particular position within a multi-position class may vary from the duties of other positions within the class. Accordingly, the essential duties of a particular position (whether it be a multi-position class or a single-position class) will be identified and used by medical examiners and hiring authorities in the selection process. This information will also be made available for review at the time of any recruitment for that position and at such other times as reasonably required.